



REPLY TO
ATTENTION OF

**DEPARTMENT OF THE ARMY
HEADQUARTERS 29TH INFANTRY DIVISION
VIRGINIA ARMY NATIONAL GUARD
9810 FLAGLER ROAD
FORT BELVOIR, VIRGINIA 22060-5902**

S: 2 December 2013

NGVA-DIV-CS

1 November 2013

MEMORANDUM FOR RECORD

SUBJECT: 29th ID Officer Vacancy, Aide-De-Camp, V5KT0

1. This vacancy announcement is for the position of the 29th Infantry Division Commanding General's Aide-De-Camp.

a. Projected fill date: On or about 01 February 2014

b. Unit where vacancy exists: 29th Infantry Division, 9810 Flagler Road BLDG 268, Fort Belvoir, Virginia 22060

c. Female assignment eligibility: YES

d. Position MOS: 01A00 (IM)

e. Grade/Rank: O2/1LT

f. Eligibility Criteria:

(1) Open to Officers in the grade of O2/1LT who are eligible for promotion and O3/CPT. Applicants must be current members of the Army National Guard Soldiers in Virginia or Maryland. If selected, Maryland selectee must be willing to interstate transfer (IST) to the Virginia Army National Guard.

(2) Current Military Technicians in Virginia are eligible to apply, however AGR's are not eligible.

(3) Must have a minimum of a Secret Security Clearance, or be eligible for an "Interim" Clearance as determined by the VaARNG State Security Manager (SSM).

(4) Must be a graduate of a Basic Officers Leader Course (BOLC).

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2. How to apply: Interested candidates must submit the documents listed below no later than **2 December 2013** to 29th Infantry Division, ATTN: MAJ Jennifer Martin, Deputy G1, **9810 Flagler Road, BLDG 268, Fort Belvoir, VA 22060.**

a. Memorandum requesting consideration from officer applying with reason why the officer wants to be the Aide-de-Camp.

b. DA Photo Within two years; photo must reflect current rank, awards/ribbons; (if the award/ribbon is on your DA photo, it must be reflected on your ORB).

c. Current DA FORM 705 (APFT), with-in the past year with at least two tests, to include Height and Weight, go and no go.

d. DA Form 5500-R/5501-R, Body Fat worksheet within 30 days (if required).

e. Height/weight certificate (within 30 days).

f. MEDPROS printout indicating Periodic Health Assessment is current.

g. All DA Forms 67-9 (OERs), OERs must be electronically profiled or certified true copy; UIC, CMD Code and PSB Code must be filled out for Part I; Gaps, overlaps, or non-rated periods must be explained in Memorandum format.

h. Officer Record Brief.

i. Most recent DA 1059 (indicating highest military education completed).

j. Letter of recommendation from the first LTC within the chain of command.

3. Point of contact is MAJ Martin at 703-805-3429.

COFFIN WILLIAM J. JOHN1009128210

WILLIAM J. COFFIN
COL, GS, VaARNG
Chief of Staff